

San José State University
College of Science/Computer Science Department
CS 200W, Graduate Technical Writing, Section 01, Fall 2019

Instructor:	Sharon Stranahan
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Office hours:	Mondays/Wednesdays 1:30-2:30 p.m. and by appointment
Class Days/Time:	MW 9:00 – 10:15 a.m.
Classroom:	MacQuarrie Hall 223
Prerequisites:	Graduate Student Standing
GE/SJSU Studies Category:	GWAR. 3 units
SJSU Course Grade Distribution:	ABC/NC

Course Description

Graduate technical writing workshop to develop advanced communication skills that will meet the professional needs of computer scientists, along with research methodologies and proper documentation for the master's thesis project. CS 200W satisfies the university's Graduate Writing Assessment Requirement (GWAR). **Student must earn a "C" or higher (not a C minus) to get credit for the class.**

Course Web Page

Course materials such as the syllabus, assignment instructions, announcements, handouts, and calendar can be found on the learning management system called Canvas by Instructure.

Canvas Login URL: <https://sjsu.instructure.com>

Username: Your SJSU 9-digit ID

Password: Your SJSUOne Password

Once logged in, select your section from the dropdown menu under "Courses". You are responsible for regularly checking the course web page for updates and using it for assignments as explained in class. [IT Support for Canvas](#) can be found at <http://its.sjsu.edu/support/index.html> or telephone the SJSU IT Help Desk at (408) 924-1530.

GE - Written Communication Learning Outcomes (GELOs):

Students will write papers that demonstrate college-level proficiency and will be able to

1. **Produce** discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression.
2. **Explain, analyze, develop, and criticize** ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.
3. **Organize and develop** essays and documents for both professional and general audiences.
4. **Organize and develop** essays and documents according to appropriate editorial and citation standards.
5. **Locate, organize, and synthesize** information effectively to accomplish a specific purpose and to communicate that purpose in writing.

Course Learning Outcomes (CLOs):

By the end of the course, students will be able to

1. **Compose** with a clear focus on purpose, scope, and audience.
2. **Critically observe and discuss** the composing processes of self and peers.
3. **Write** using a variety of technical writing formats.
4. **Organize and produce** papers and documents according to discipline-based editorial and citation standards, using IEEE style.
5. **Create** appropriate graphics to accompany a report.
6. **Effectively use** library resources and electronic databases pertaining to their discipline to carry out research.
7. **Distinguish** between scholarly and non-scholarly published literature as well as **define** the characteristics of good scholarly writing in terms of content, format, and style.
8. **Organize, analyze and synthesize** information from various sources to **develop** a literature review.
9. **Determine** the difference between plagiarized and non-plagiarized text.
10. **Organize and deliver** an effective oral presentation for a professional audience.

Technology Requirements

Students will need to have access to the following items: a working laptop/tablet, Microsoft Office, reliable internet access, and a printer. [Microsoft Office](#) is available at no charge to SJSU students. Find out how to download the program at <http://its.sjsu.edu/services/software/microsoft-students/index.html> Also suggested is that all CS200W students download and use the free [Grammarly](#) grammar checker app which can be found at www.grammarly.com

Required Textbook

Course Reader: Available at Maple Press, 330 S. 10th St. (Across from Campus Village B). Phone: 297-1000. Open 8:30 a.m. – 5 p.m. Please note that Maple Press does not accept credit cards. Pay with cash or personal checks only. **This text is required!**

Course Requirements and Assignments

Title	Points	Word Count	GELO	CLO
Participation	75	--	1-5	1-10
Resume	40	250	1,3	1-3
Cover Letter	40	500	1,3	1-3
LinkedIn	20	250	1,3	1-3
Research/project proposal - Topic with sources	25		1-5	1-4,7,9
Research/project proposal - Proposal Draft #1	25			
Research/project proposal- Peer Review of Draft #1	25			
Research/project proposal - Proposal Draft #2	75			
Research/project proposal - Proposal Final Draft	100	1500		
Literature Review - Draft #1	50		1-5	1-9
Literature Review - Peer Review of Draft #1	25			
Literature Review - Draft #2	100			
Literature Review - Final Draft	200	4000		
Oral Presentation #1- Proposal Project	25		2	1, 10
Oral Presentation #2 – Literature Review	50		2	1,10
Writing Exercises	125		1-2, 5	1,3,4,5
Total	1000	6500		
Extra Credit	10	250		

It is expected that in CS 200W, students will write a minimum of 6000 words. All written work in CS 200W is an individual effort on the part of students.

1. Class participation (7.5% of grade)

F15-12, University Policy, Attendance and Participation states:

“Students are expected to attend all meetings for the courses in which they are enrolled as they are responsible for material discussed therein, and active participation is frequently essential to ensure maximum benefit to all class members. In some cases, attendance is fundamental to course objectives; for example, students may be required to interact with others in the class.”

Coming on time to class benefits your learning experience! In this class, students are not be graded on attendance, but will be on class participation. Points will be awarded for specified in-class task completion such as group/pair work, discussions, exercises, etc. To get participation points, students must be on time to class and be actively engaged. **Coming late to class will result in a student getting zero participation credit for any in-class tasks for that session.** Consistent tardiness indicates broader issues that you will need to discuss with me individually. **An additional 3 points will be deducted from the total participation points for each time after being late more than 3 times.**

2. Résumés, Cover Letter, LinkedIn (10% of grade)

Students will prepare a current résumé, cover letter, and LinkedIn profile highlighting their education, accomplishments and relevant job experience.

4. Proposal (25% of grade)

Students will select a topic of interest and write a research/project proposal highlighting its importance, how it will be implemented, a work plan for carrying out the project, as well as possible challenges. IEEE formatting will be used.

5. Literature Review (37.5% of grade)

Based on the topic selected for the proposal, students will write a literature review of scholarly sources (books, peer reviewed journal articles, refereed professional conference proceedings). The review will be written following IEEE editorial standards, and will include at a minimum a title page, an abstract, a table of contents, the review itself, and a list of references in IEEE format.

6. Oral presentations (7.5% of grade)

There will be two graded oral presentations in this class. In the first (worth 25 points), students will present their project proposal and answer questions from their classmates. These presentations will be given in a small group setting. During the second (worth 50 points), students will present the findings of their literature reviews. This presentation will be formal and professionally conducted and will be presented to the class using PowerPoint.

7. Writing exercises (12.5% of grade)

There will be a number of brief exercises throughout the semester focusing on various aspects of academic writing, including job search correspondence, IEEE editorial style, paraphrasing, etc. These exercises will be completed both in-class and as homework.

8. Final exam

There will not be a final exam in this course. The final version of the Literature Review takes the place of a separate final exam.

9. Extra credit (1% of grade)

Students can earn up to 10 extra credit points (5 points per event) by either attending Writing Center workshops and/or professional technical talks in the student's field of study. Students must provide proof of attendance on Canvas which consists of a short paragraph summarizing what the student learned at the event and a "selfie" of the student at event. **The extra credit will be added to the student's grade at the end of the semester.** The [Writing Center workshop schedule](http://www.sjsu.edu/writingcenter) can be found at www.sjsu.edu/writingcenter

Grading Information

The goal of this syllabus is to make the grading process as clear as possible. Please ask me if anything is unclear. Descriptions how assignments and exams will be graded can be found on Canvas in the instructions and/or on the grading rubric.

How your grade is calculated: Each assignment in this course is given a point value. Once the assignment is scored, the points you earn are applied to your final course grade, which will be determined on the amount of points that you earn out of the 1000 possible.

Grading turnaround: Students can expect that assignments will be graded within a week after they are submitted. On occasion, grading may be delayed due to a heavy grading load; however, the delay between submission and grading of an assignment will be no longer than two weeks.

Final course grade: Your final course grade will be the grade that is shown on Canvas after all course work is completed and graded. There will be no extra credit or extra work offered at the end of the semester to raise a grade. However, grades will be rounded up if 0.5 pts or over (e.g. 89.5% would be rounded up to 90%). There will be no changes to grades after the course has ended and all work has been completed.

Students must earn a "C" (74%-76%) or higher to pass the course.

Grading breakdown

98%-100%=A+	94%-97%=A	90%-93%=A-	87%- 89%=B+	84%- 86%=B
80%-83%=B-	77%- 79%=C+	74%-76%=C	70%- 73%=C- No pass	69.9% & below No pass

Note that "All students have the right, within a reasonable time, to know their academic scores, to review their grade-dependent work, and to be provided with explanations for the determination of their course grades." See [University Policy F13-1](http://www.sjsu.edu/senate/docs/F13-1) at <http://www.sjsu.edu/senate/docs/F13-1.pdf> for more details.

SJSU Computer Science Subject Librarian

To obtain help with library research, please contact the SJSU Computer Science Subject Librarian Kate Barron at kate.barron@sjsu.edu.

Credit Hours Compliance Policy

The SJSU Senate Policy S 12-3 requires the university to be compliant with the Federal Regulation of the definition of credit hour. Therefore, “Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.”

Late Work

For assignments submitted to Canvas: Most writing assignment will be submitted on Canvas by 11:59 p.m. on the date they are due. There will be a 12-hour grace period after the submission deadline to accommodate any last-minute technical issues or emergencies. Students may submit assignments during this grace period with no penalty, although the assignments will be marked by Canvas as late. After the 12-hour grace period, no assignments will be accepted. The assignment drop box will close and students will be unable to submit their work and will receive a “zero” for the assignment.

For assignments that are submitted in class: Typically, these assignments take the form of worksheets that are completed during group work, printed copies of work for peer review, or oral presentations. For that reason, no late assignments of this type will be accepted because failure to complete them in a timely manner will mean non-participation in the associated activity.

A current list of assignments and the days/times they are due can be found on the course Canvas home page.

Mode of Instruction

The class is a combination of short lecture and interactive workshop so that students will get a lot of individualized feedback on their academic writing and speaking from the instructor and peers. Students will be expected to revise their writing several times and must be prepared to write multiple drafts. They will also be expected to respond to other students’ work and provide them meaningful feedback.

Use of Canvas

Please make sure that you submit your assignments per the instructions on the assignment (usually in Word (doc or docx) or, when formatting is important, as a .pdf file).

Important! To receive important course announcements in a timely manner, **adjust the Canvas Notifications** settings so that announcements are forwarded to your email or to your cell phone. To do this, go to Canvas, click on your Account tab, and then on the Notifications tab. Navigate to the Announcements bar and make the appropriate selections. Students may also use this procedure to have Canvas notify them of approaching assignment due dates.

Individual Conferences

Students are strongly encouraged to schedule at least one individual, in-person conference with the instructor during the semester. Visit during office hours or make an appointment at another time that is more convenient.

Classroom Protocol/Policies

- 1.) Arrive to class on time. Late entrances and early exits are highly distracting to both your fellow students and the instructor.
- 2.) Absence from class may not be used as an excuse for failing to submit assignments on time.
- 3.) **If you know that you will be absent on a certain day, then, as a courtesy, please email me.**
- 4.) I reserve the right to make minor changes to assignments and schedule provided students are notified at least 48 hours in advance.
- 5.) Courtesy and respect towards one's fellow students and the instructor are expected at all times. Therefore, while in class please do not check your phone, read unrelated materials, or do homework for another class. It is a sign of disrespect to everyone present in class when a student opens up his/her laptop and spends a good part of the time staring at the screen and surfing the web. As a courtesy to everyone present, please refrain from such behavior.

Cheating and Plagiarism

Plagiarism in an academic environment is a serious offense! Students have the responsibility to learn what constitutes plagiarism and how to prevent it. Assignments submitted on Canvas will be automatically processed by Turnitin.com, a plagiarism detection software, to check for matches against a database of written work, including student work, to assess possible plagiarism. Check the Turnitin originality score on Canvas and, if the score is higher than 10%, revise the work and resubmit it before the deadline. Ask me if you are concerned about how to interpret your score. Only the last submitted document will be read. Plagiarism will result in a 'zero' score and, if repeated more than once, will be reported to the Office of Student Conduct.

General Expectations, Rights and Responsibilities of the Student

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with SJSU's policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arise. See [University Policy S90–5](http://www.sjsu.edu/senate/docs/S90-5.pdf) at <http://www.sjsu.edu/senate/docs/S90-5.pdf>. More detailed information on a variety of related topics is available in the SJSU catalog. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not serve to address the issue, it is recommended that the student contact the Department Chair as a next step.

SJSU Writing Center

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website: www.sjsu.edu/writingcenter.

You are encouraged to use the tutoring services on campus if you or your instructor feel that you need additional support, but all work is expected to be your own. If the instructor has reason to believe otherwise, then he or she has the right to require additional evidence that the work is your own.

University Policies

This link contains university-wide policy information relevant to all courses, such as academic integrity, accommodations, religious holidays, etc. <http://www.sjsu.edu/gup/syllabusinfo/>

CS 200W-01 Technical Writing Fall 2019 Semester Schedule

With prior notice, this schedule may be changed during the semester. Please refer to Canvas for up-to-date info and homework details.

Dates	Monday	Wednesday
Day 1 8/21		Introduction to the class Choosing a topic for Proposal & Lit. Review
Day 2-3 8/26 & 8/28	SJSU Career Center Guest Speaker	Writing Résumés Assignment: Bring a job ad and your current resume to class.
Day 4-5 9/2 & 9/4	LABOR DAY HOLIDAY NO CLASS	Resume 1st draft peer review Due: <ul style="list-style-type: none"> • Printed résumé 1st draft due to class for peer review • Résumé 2nd draft for instructor review on Canvas by Sat. Sept. 8.
Day 6-7 9/9 & 9/11	Writing Cover Letters Managing Your Online Presence & LinkedIn Read: "The Elements of a Business Letter" and "How to Write a Perfect LinkedIn Summary" (see homework assignment)	Cover Letter 1st draft peer review Due: <ul style="list-style-type: none"> • Cover Letter 1st draft in class for peer review. • Résumé final on Canvas • Cover Letter 2nd draft on Canvas for instructor review on Sat. Sept. 15.
Day 8-9 9/16 & 9/18	Interviewing & Job Search Correspondence Due: <ul style="list-style-type: none"> • In-class practice in interviewing • LinkedIn draft #1 for peer review • Writing Exercise (WE) #1- job search correspondence (written in class) 	Writing a proposal Due: <ul style="list-style-type: none"> • Cover Letter final on Canvas • LinkedIn final on LinkedIn site • Peer discussion of proposal topics in class
Day 10-11 9/23 & 9/25	Analysis of an academic paper Due: Proposal topic & sources on Canvas	Conducting academic research Kate Barron, CS Librarian Meet at Martin Luther King Library. Room TBA
Day 12-13 9/30 & 10/2	Writing Skills Workshop #1 Academic integrity/plagiarism Introduction to IEEE formatting	IEEE and Proposal Peer Review Due: <ul style="list-style-type: none"> • In-class practice: WE #2-IEEE formatting • Proposal 1st draft on Canvas for peer review
Day 14-15 10/7 & 10/9	Writing Skills Workshop #2 Due: <ul style="list-style-type: none"> • WE #3 - Plagiarism assignment • Proposal 1st draft peer review completed 	Giving effective oral technical presentations

Day 16-17 10/14 & 10/16	Oral presentation of Proposal- Part 1 Due: Proposal 2 nd draft on Canvas for instructor review	Oral presentation of Proposal- Part 2 Due: WE #4- Reflection on oral presentation process on Canvas discussion board
Day 18-19 10/21 & 10/23	Intro to literature review Analyzing a literature review	Intro to synthesizing literature Due: WE # 5: Analyzing a Literature Review
Day 20-21 10/28 & 10/30	Synthesizing literature- Part 1 Due: Proposal final draft on Canvas	Synthesizing literature- Part 2 Peer Review (in-class)-References section of Lit. Review
Day 22-23 11/4 & 11/6	Writing Introductions/Using Illustrations in a Literature Review Peer Review (in-class)- Introduction section of Lit. Review	Writing an abstract Due: <ul style="list-style-type: none"> Literature review 1st draft on Canvas for peer review(without abstract)
Day 24-25 11/11 & 11/13	VETERANS' DAY HOLIDAY NO CLASS Due: Completed peer reviews on Canvas for Literature Review 1 st draft	Preparing professional PowerPoint presentations Peer Review of Abstract (in-class)
Day 26-27 11/18 & 11/20	Individual Conference day on Literature Review- No class meeting	Individual Conference day on Literature Review- No class meeting
Day 28-29 11/25-11/27	Oral presentations of Literature Review (in-class)	THANKSGIVING HOLIDAY Non-instruction day NO CLASS Due: Literature Review 2 nd draft for instructor review on Canvas
Day 30-31 12/2-12/4	Oral presentations of Literature Review (in-class)	Oral presentations of Literature Review (in-class)
Day 32 12/9 LAST DAY OF CLASS	Oral presentations of Literature Review (in-class) Due: <ul style="list-style-type: none"> Literature Review Final on Canvas Final day to submit Proof of Attendance for Extra Credit activity 	
	No final exam- Literature Review Final takes its place.	